

UPDATE Newsletter

FALL/WINTER
EDITION 2009

In an effort to utilize today's technology, Health Occupations Credentialing is now providing the *Update* newsletter to individuals via the Internet. If you wish to receive notice of the *Update* when it is placed on our Web site, please send an e-mail to Kathy Fritts at: kfritts@kdheks.gov. The newsletter will be provided primarily in "bullet" style. Paper copies will be provided upon request.

Your comments about the newsletter are welcome. Please e-mail comments to Kathy Fritts at kfritts@kdheks.gov or you may e-mail Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdheks.gov.

News Updates

- ✓ Online Criminal Record Check Request Access - Tips for Online Access Setup - Page 2
- ✓ Annual Employment Verification Reminder - Page 3
- ✓ Kansas Certified Nurse Aide Bridge Course Revision - Pages 4
- ✓ Health Occupations Credentialing - Who to Call for Assistance - Page 5

KDHE Mission/Vision Statement

As the state's environmental protection and public health agency, KDHE promotes responsible choices to protect the health and environment for all Kansans.

Through education, direct services and the assessment of data and trends, coupled with policy development and enforcement, KDHE will improve health and quality of life. We prevent illness, and foster a safe and sustainable environment for the people of Kansas.



Health Occupations Credentialing UPDATE

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Online Criminal Record Check Request Access

Tips for Online Access Setup

First and foremost, if you are unsure whether the facility e-mail address is current in the KDHE Health Occupations Credentialing database (due to staff turnover, change of management or ownership etc.), send an e-mail to crcstaff@kdheks.gov, providing the facility ID number and current e-mail address. Remember that only one e-mail address is permitted per facility. **Please note that although Health Occupations Credentialing appears on the Access Kansas page, the e-mail address you enter in New User information updates the Information Network of Kansas (INK) database, not the KDHE Health Occupations Credentialing database. The facility e-mail address must match (exactly) in both databases in order to work. For that reason it is important to e-mail the CRC staff at crcstaff@kdheks.gov before attempting to submit criminal record check requests online.

Start by logging onto the KDHE Health Occupations Credentialing web page at: www.kdheks.gov/hoc. On the left hand side of the web page (under "Links"), click on Criminal Record Checks Online. This link will take you to the Access Kansas, Health Occupations Credentialing web page: www.accesskansas.org/ssrv-kdhe-criminalhistory/index.do.

Fill in the "new user" information. The **user ID** is the **facility ID number**. Enter the facility ID beginning with a capital letter, no punctuation or spaces, followed by the six numbers. (Example: N000100) The first number, following the first letter of the facility ID is "0"(zero); make sure you are not entering the letter "O".

The new user option is only used one time for the purpose of entering facility information to the Information Network of Kansas database. After the one time set up is complete, use only the "log in" button to obtain access.

Online Access

After new user information has been entered, a temporary password will arrive via e-mail from helpcenter@ink.org. First check your e-mail inbox. If there is no e-mail from helpcenter@ink.org, check the junk file folder since some e-mail is occasionally recognized as spam or junk mail.

Highlight and copy the password from the e-mail. Then, return to the Access Kansas log on page and paste the temporary password into the password field and submit. Once it is submitted successfully, the system will automatically ask that the temporary password be changed to a permanent password. The password will need to include a capital letter, number and symbol.

Contact Information

For technical assistance relating to Health Occupations Credentialing online criminal record check requests, contact: Access Kansas – Information Network of Kansas

E-mail: helpcenter@ink.org

Phone: (785) 296-6518 (new number)

For questions concerning the Criminal Record Check Program, contact: Health Occupations Credentialing (HOC) Criminal Record Check Program (CRC) Staff

E-mail: crcstaff@kdheks.gov

Phone: (785) 296-8628 - Melinda

(785) 296-6958 - Sarita

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DOES ANYONE KNOW WHAT TIME IT IS???

It's employment verification time – the time of year to update and submit your Certified Nurse Aides, Medication Aides and Home Health Aides to Health Occupations Credentialing in order for them to stay active on the Kansas Nurse Aide Registry.

In order to comply with Federal Regulation 42 C.F.R. 483.156(b)(3), Health Occupations Credentialing is required to determine whether certified nurse aides, home health aides and medication aides have had a lapse of employment of more than 24 consecutive months. Nursing facilities, long-term care units in hospitals, intermediate personal care homes, assisted living facilities, residential health care facilities and home health agencies must provide employment verification for each certified nurse aide, home health aide, and medication aide employed for at least eight hours during the 12 month period from – January 1, 2009 through December 31, 2009.

On January 1, 2010, the annual employment verification reporting period will begin. Employers will again be able to submit the annual employment verification information online via the Kansas Nurse Aide Registry.

To access the employment verification web page, go to www.ksnurseaidregistry.org and select the **HEALTH FACILITY ACCESS** button. Enter your facility ID number (a letter followed by six numbers) and press enter or click on the SUBMIT button. Select the **EMPLOYMENT LIST** button. The list of employees associated with your facility will be displayed. You will need to place a check mark in the box next to the **CLEAR EMPLOYEE BOX**. This will remove all of the check marks by the employees' names. Once they are removed, you will need to put a check mark in the box next to the name of those individuals who worked at least eight hours during 2009.

To add an employee to the list, click on the **ADD EMPLOYEE** button at the bottom of the page. Enter the employee's identifying information and click on **SEARCH**. If the individual's certification is current, their name and certification type will appear. Click on the **ADD** button to add them to your list.

You will not need to do anything to remove an individual who did not work a minimum of eight hours at your facility; simply make sure there is no check mark in the box that says **CURRENT EMPLOYEE**. After the **UPDATE EMPLOYEE** button is selected, those individuals that do not have the check mark by **CURRENT EMPLOYEE** will be removed from your list within 24 hours.

Once you have all of the individuals who worked a minimum of eight hours in 2009 listed and checked, click on the **UPDATE EMPLOYEE** button at the bottom of the page. The certification information on those individuals submitted will be updated and available within 24 hours. **PLEASE NOTE: ONCE YOU HAVE CLICKED ON "UPDATE EMPLOYEES BUTTON" YOU SHOULD SEE A NOTE IN RED: "THIS UPDATE HAS SUCCESSFULLY BEEN COMPLETED."** If you do not see this important message, it did not update your employees. Check for messages on your list. If you have a person on your list that has been "Prohibited", the update will not work. Remove the "Prohibited Person" and try again.

The deadline for submitting the employment verification information online is March 31, 2010. After that date, the ability to submit annual employment verification information online will no longer be available for the remainder of the calendar year.

Health Occupations Credentialing *UPDATE*

FALL/WINTER EDITION 2009



KANSAS CERTIFIED NURSE AIDE BRIDGE COURSE REVISION

The Kansas Certified Nurse Aide Bridge Course for Certified Physical Therapist Assistants and Licensed Occupational Therapy Assistants has been revised and is available on HOC's website at www.kdheks.gov/hoc. PTAs and OTAs can be very valuable employees of an adult care home. Their educational preparation provides them with the background and skills which can assist residents to improve their level of functioning. In order to remain in compliance with the Board of Healing Arts statutes and the Kansas Nurse Practice Act, PTAs and OTAs who want to work in an adult care home setting must meet the nurse aide requirements. Federal and state laws allow individuals who are not nurses to provide "nursing" care as long as they have completed a state mandated nurse aide course and have successfully passed an examination. The Bridge Course is designed to prepare individuals who are PTAs or OTAs to meet the nurse aide requirements.

The revised bridge course outline requires 30 hours of training and is to be used in conjunction with the 90-Hour Certified Nurse Aide Curriculum Guidelines, which were extensively revised and released in June of 2009. Increased emphasis on person-centered care and other key topics in the nurse aide guidelines is reflected in the revised bridge course, ensuring that it will be up to date with regulation and practice as of its release. Instructors should continue to update materials as necessary between revisions. Course instructors should obtain the most recent revision of the Kansas 90-Hour Certified Nurse Aide Sponsor and Instructor Manual from HOC's website.

Questions regarding the course may be directed to Mary Flin, HOC Education Coordinator at mflin@kdheks.gov or 785-296-0058.

Happy Holidays



Health Occupations Credentialing

HEALTH OCCUPATIONS CREDENTIALING

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**Kansas Department of
Health and Environment
Bureau of Child Care and Health Facilities**

Health Occupations Credentialing
1000 SW Jackson, Suite 200
Topeka, Kansas 66612-1365
(785) 296-1240
Fax (785) 296-3075

Obtain HOC Revised
Forms on our
Web Site

www.kdheks.gov/hoc

Assistance	Call
Not sure who to call... (forms may be downloaded from Internet)	www.kdheks.gov/hoc Contacts
Licensing of speech-language pathologist, audiologist, dietitian, adult care home administrator; verification of same licenses; test for adult care home administrator	Brenda Nesbitt Kroll 785-296-0061
Health Occupations Credentialing Act; web-based processes	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals and continuing education approval for licensees	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and task checklist; certification questions	Betty Domer 785-296-1250
Forms; replacement certificates	Sheila Seymour 785-296-0060
Kansas Nurse Aide Registry, interstate or reciprocity for aides, instructor approvals, inquiries related to findings of abuse, neglect, exploitation	Kathy Fritts 785-296-6877
Education policies	Mary Flin 785-296-0058
Criminal record check program; employment prohibition notice questions; staffing agency set up	Melinda Reynard- Lindsay 785-296-8628
Criminal record check program support, CRC results	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	LaDonna Lee 785-296-0583
KANSAS NURSE AIDE REGISTRY WEB SITE ACCESS www.ksnurseaidregistry.org	